Assembling and Preserving Documents

All documents pertaining to the planning and construction of Humboldt County Office of Education facilities shall be preserved in the office of the Superintendent or designee.

"As Built" plans shall be filed with the Assistant Superintendent, Business Services and a copy made. Subsequent changes to any building shall be entered on the original plan and filed.

Policy HUMBOLDT COUNTY OFFICE OF EDUCATION

Adopted: June 24, 1987 Eureka, California

Reviewed: February 8, 2012